



**Original receipts itemizing  
each expense must be  
included.**

### Initiative Details

Initiative name: \_\_\_\_\_

Applicant name: \_\_\_\_\_ Student number: \_\_\_\_\_

Form submission date: \_\_\_\_\_

**PLEASE NOTE: STUDENTS MUST SUBMIT ALL RECEIPTS NO LATER THAN ONE WEEK AFTER THE INITIATIVE END DATE TO BE ELIGIBLE FOR RE-IMBURSEMENT. ALL ORIGINAL ITEMIZED RECEIPTS/INVOICES MUST BE SUBMITTED WITH THE REIMBURSEMENT FORM.**

### Reimbursement Details

Original itemized receipts included  Yes  No

Copy of approved budget included  Yes  No

All invoices contain required fields  Yes  No

I have submitted my website submission for the TESIF website (bit.ly/TESIFhowitwent)  Yes  No

Total requested reimbursement (for this form): \$ \_\_\_\_\_

### Next Steps

Reimbursements take approximately 10 business days from the date of receipt submission. Please ensure that your mailing address is up to date in the Student Services Centre and please indicate the address you would like your reimbursement cheque mailed to.

#### Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Office Use Only

Reimbursement approved:  Yes  No Reimbursement approved by: \_\_\_\_\_

OPT Submission Date: \_\_\_\_\_ Eform ID: \_\_\_\_\_

Follow up required?  Yes  No Notes: \_\_\_\_\_